



## NORTH CAROLINA DEPARTMENT OF LABOR YOUTH EMPLOYMENT CERTIFICATE

Please Type or Print Clearly

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Name of Youth:				
Date of Birth: (mo/da/yr)	Age:	Sex:	Area Code (      )	Phone
Complete Mailing Address:				
City	State	Zip Code		
Job Description: (Please be as complete as possible)				
Company Name:		Type of Business:	<b>ABC ON-PREMISES PERMIT?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Complete Mailing Address:				
City:	State:	Zip Code	Area Code (      )	Phone

The undersigned individuals certify that the above information is correct; the youth will not be employed in a hazardous, prohibited, or detrimental occupation; will only be employed during legal hours; and, will be employed only in a permitted occupation.

Employer's Signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Youth's Signature: \_\_\_\_\_  
 (Youth must present proof of age and must sign in the presence of the issuing officer)

DSS/Designee's Signature: \_\_\_\_\_  
County                      Designee ID Number

### IMPORTANT INFORMATION

1. **Minimum Age for Employment:** Fourteen (14) for non-farm work with limited exceptions. Proof of age includes birth certificate, driver's license or DMV issued identification card, school records, insurance records, or other documentary evidence approved by the Department of Labor.
2. **ABC On-premises Permit Restrictions:** Youth under age 18 may **not** prepare, dispense, serve, or sell alcoholic beverages for any reason even if employed by their parents. Youth 16-17 may be employed in the premises to perform other duties. Youth under age 16 may **not** work in the premises for any reason. A limited exception exists for youth under age 16 who are employed by their parents to work in the premises to perform other duties. Youth 14-15 may work on the outside grounds to perform other duties with parent/guardian written permission.
3. **Rest Breaks:** No youth under age 16 may be employed for more than 5 consecutive hours without an interval of at least 30 minutes for rest (applies to employers who are subject to state labor law only).
4. **Hours Restrictions (14-15 year olds):** Only between 7 am and 7 pm (except until 9 pm during the summer when school is not in session); only outside school hours; no more than 3 hours per day or 18 hours per week when school is in session; and, no more than 8 hours per day or 40 hours per week when school is not in session.
5. **Hours Restrictions (16-17 year olds):** If regularly enrolled in grades 12 or lower, cannot be employed between 11pm and 5 am when there is school the next day for the youth **unless** the employer receives written permission from the parent/guardian **and** the principal or principal's designee. This restriction does not apply to youth enrolled in GED programs or who have dropped out of school.
6. **Permitted Occupations (14-15 year olds):** Can only work in office or clerical occupations, in retail sales or service occupations including food service and gasoline service stations. **Cannot** work in manufacturing, construction, or occupations involving the use of power-driven machinery including lawn mowers.
7. **Hazardous/Detrimental Occupations (Not Permitted For Youth Under Age 18): [Limited apprenticeship/student learner exemptions]**
  - Manufacturing or storing explosives
  - Motor vehicle driving (limited exemption) and outside helper
  - Logging and sawmilling
  - Power-driven woodworking machines\*
  - Power-driven metal forming, punching, shearing\*
  - Mining
  - Slaughtering, meat packing, processing or rendering\*
  - Power-driven bakery machines
  - Power-driven paper products machines\*
  - Manufacturing brick or tile
  - Power-driven circular saws, band saws, or guillotine shears\*
  - Wrecking, demolition and shipbreaking operations
  - Roofing operations\*
  - Excavation operations\*
  - Welding, brazing and torch cutting\*
  - Any process where quartz or any other form of silicon dioxide or asbestos silicate are present in powdered form\*
  - Any work involving exposure to lead or any of its compounds in any form\*
  - Any work involving exposure to benzene or any benzene compound which is volatile or can penetrate the skin\*
  - Occupations in canneries, seafood and poultry processing which involve cutting or slicing machines, or freezing or packaging activities\*
  - Any work which involves the risk of falling a distance of 10 feet or more, including ladders and scaffolds\*
  - Any work as an electrician or electrician's helper\*
  - Any work in confined spaces\*
  - Occupations requiring the use of respirators\*